**CEU Approval Application**

***For Continuing Education Event Planners***

|  |  |
| --- | --- |
| Event Name |  |
| Event Date(s), Time(s), and Place(s) |  |
| **Event Structure: In Person, Online, Hybrid** |  |
| Event Sponsor(s) |  |
| Event Description (A brief but clear statement including rationale, objectives, and target groups.) |  |
| Instructional Leadership (Names, Positions, Relevant Expertise) |  |
| Include a description of how your event provides opportunities for any or all of the following ALLLM criteria:• Advance preparation • Instruction in one or more of the content areas of the theological curriculum • Skill development in one or more of the functions of ministry • Stimulation and guidance for personal and professional growth • Group dialogue and interaction • Peer teaching and learning • Theological reflection on the practice of ministry |  |
| Plans for Evaluation (by participants and planners) and Follow-Up (with participants and with the Center for Ministry) |  |
| \*Number of Contact Hours – In Person |  |
| \*Number of Contact Hours - Online |  |
| \*Number of hours of Asynchronous Participation |  |
| Name and Contact Information for Event Planning Contact(s) |  |

**FOR ONLINE & HYBRID EVENTS:** Please describe in detail all contact hours and methods using to complete those that are online. Please include all pertinent information that may aid us approving your CEU event and calculating the number of CEU credits allowable.

(\*5 Contact Hours = ½ CEU. A contact hour is an instructional hour. Contact hours do not include time spent on class breaks, meals, etc., and may only include times of worship in certain situations. Contact Hours may include online or in person instructional hours.)

**\*\*CEU approval is contingent upon event meeting the ALLLM and GBHEM guidelines; upon any changes required by the Center for Ministry being implemented; upon agreed-upon evaluations and follow-up reports being sent to the Center for Ministry in a timely manner; and upon the Center for Ministry’s receipt of the full list of CEU-qualifying participants within two weeks after the event.**

**POSTING:** Upon completion of your class and after you have turned in the full list of CEU qualifying participants, each participant’s People Portal (for MSUMC clergy) will be updated with the event and the CEU value. It is the responsibility of each participant to monitor People Portal for the addition of your event. Any errors may be reported to ministry@millsaps.edu.